

## Role profile – Business Support Officer

- **Location:** Number One Riverside, Smith Street, Rochdale OL16 1XU
- **Salary:** Grade 4 £24,294 - £25,979
- **Hours:** Part-time/job share – 14 hours 48 mins (Monday & Tuesday)
- **Annual Leave:** minimum 26 days holiday increasing with service
- **Benefits:**
  - Parking permit available
  - Flexible working hours
  - Discounted Gym membership
  - Staff Groups, including Gardening, Menopause Café & Crafting
  - Workplace Wellbeing initiatives
  - Lifestyle savings platform (Vivup)

## Succeed at Rochdale

- Support to thrive and develop your career
- Progression opportunities
- Culture of learning & development
- Ambitious plans for the future
- Wellbeing support
- Best Corporate Workplace in the UK
- Located at the heart of Riverside; surrounded by shops, cafes, bars & leisure facilities
- Fabulous public transport links

## Overview - duties

- Provision of general administrative support to Legal Services.
- Assist with processing orders and invoices.
- Assist fee earners with legal administrative tasks such as opening files, incoming and external mail, photocopying and scanning, preparation of court bundles and filing and serving court documents.
- Assist the Local Land Charges & Business Support Officer in the provision of an effective and efficient Local Land Charges service on behalf of the Council.

## Purpose - objectives

- To provide an effective, efficient and timely administrative support within Legal Services.
- To assist in the maintenance and updating of the Local Land Charges Register and the Register of Common Land and of Town & Village Greens.
- To be responsible for the day to day supervision of the Apprentice.

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## Person specification



## Assessed via Application Form

### Skills, Experience & Knowledge

1. Experience of IT applications including word processing, PowerPoint, databases, spreadsheets and Outlook.
2. Experience of providing a range of administrative and financial support functions.
3. Ability to work as part of a team and on own initiative.
4. Good verbal and written communication skills
5. Willing to assist the Local Land Charges & Business Support Officer in providing an effective and efficient Local Land Charges Service

### Value

Pioneering, Passionate & Proud

Tell us about a time you were proud at work

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## Person specification



The remainder of the person specification will be assessed at stage 2 of the recruitment process

### Skills and experience

1. Ability to work in a methodical manner and prioritise work in a pressured environment to meet targets
2. Ability to communicate confidently and effectively with staff at all levels and with representatives of external organisations, both orally and in writing
3. Experience of temporary Traffic Regulation Orders
4. Ability to understand the aims of any data handled and sense check the reports produced.

### How assessed (A, I, P Assessment, Interview, Presentation)

Interview

Interview

Interview

Assessment

### Knowledge

5. Knowledge of maintaining computerised record systems, and ability to input data accurately
6. Understanding of the issues relating to the confidentiality of information handled by the team
7. An understanding of the value of employee development
8. Commitment to Equality and Diversity and Customer Care policies

### How assessed (A, I, P Assessment, Interview, Presentation)

Assessment

Interview

Interview

Interview